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Headteacher: Mrs Louise Norgate

September 2018

Dear Parent/Carer,

Attendance at school and legal intervention

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Dussindale Primary School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Dussindale Primary School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely

Mrs L Norgate
Headteacher



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PA	
CLASS	
HOME	
CHILD FILE	



APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Parents/carers considering an application for leave of absence should consider the following:

- Any absence leads to a break in learning. It is hard to catch up on missed work when everyone else has moved on.
- The learning of others is disrupted whilst missed work is having to be re-taught.
- 95% attendance should be the minimum target for every individual (a two week holiday would give an individual only 94.7% attendance).
- 90% attendance is equivalent to:
 - missing half a day every week;
 - missing over four weeks of school in the year;
 - missing half a year out of every five years of school.

Leave of absence will only be authorised in exceptional circumstances, at the discretion of the headteacher.

Full name of child(ren) _____ Class _____

Address _____

Leave requested from _____ to _____

Total number of school days _____

Reason for application:
(Continue on reverse, if necessary, or attach a letter.)
Please attach any invitations/letter from employer, etc, where applicable.

Signature of parent(s)/carer(s) _____

Date _____

For office use only:

Your request for leave of absence has been considered and has been

AUTHORISED **NOT AUTHORISED**

Signature of Headteacher _____ Date _____



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